

January 19, 1999

TO: COUNTY PERFORMANCE SAMPLE COUNTIES

FROM: HECTOR HERNANDEZ, Manager  
Data Transmission and Validation Unit

SUBJECT: DATA CLEAN-UP FOR OCTOBER 1997 THROUGH SEPTEMBER  
1998 PERIOD

At recent County Advisory Meetings the topic of inaccurate and inconsistent data and its impact on California findings has been discussed. As a result of these discussions changes and new edits to the electronic survey have been implemented to correct these problems. However, cases submitted prior to the software enhancements must be reviewed for inconsistent data and corrected to reflect the correct case findings. The Data Transmission and Validation Unit (DTVU) has begun reviewing all TANF cases for the October 1997-September 1998 period. Effective immediately the DTVU staff will rereview all TANF cases for this period and identify case discrepancies. DTVU staff have been assigned specific counties to review, and where necessary, notify the counties of the inconsistent case data. Attached to this letter are the names, phone numbers and county assignments for the DTVU staff assigned to this project.

The clean-up of these cases should be given the highest priority. The ACF has allowed California to make changes to cases previously completed and transmitted as a way to ensure an accurate report on California findings. The clean-up for this period must be completed no later than March 30, 1999.

In order to clean-up the discrepancies on the cases, the following procedure has been developed to correct cases:

- DTVU STAFF NOTIFICATION:

DTVU staff will review cases and those with inaccurate data will be identified. DTVU staff will complete a written description of the discrepancy and fax the notification to the appropriate county CPS supervisor.

- COUNTY CORRECTS CASE RECORD:

The county CPS supervisor will notify CPU main Sacramento (Judy Barnhart or Kathy Brassard) to change the review status of the case identified by the DTVU staff. The CPS supervisor will follow the instructions on changing the review status (see attached instructions) and complete the corrections. After the corrections have been

completed, edits must be run on the revised case. After the case clears edits, the county supervisor will transmit the revised case via SAFE to the appropriate DVTU review staff.

- **DTVU STAFF RECEIVE REVISED COUNTY CASE:**

The DTVU staff will review the revised case for corrections. After ensuring that all the corrections have been made, the DTVU staff will forward the revised case via SAFE to the CPU main in Sacramento. If upon review the DTVU staff determine that all the changes have not been made, the case will be returned to the county CPS supervisor for additional corrections.

**STAFF AND COUNTY ASSIGNMENTS:**

1. **PEGGY USREY** (916) 688-3532 Fax (916) 688-3534

Alameda	Contra Costa
Sacramento	San Francisco
San Joaquin	Solano

2. **MARIE THOMAS** (310) 516-7180 Fax (310) 516-7297

Fresno	Kern
Los Angeles	Monterey
Santa Clara	Ventura

3. **CARLOS OCAMPO** (909) 356-4951 Fax (909) 356-5084

Merced	Orange
Riverside	San Bernardino
San Diego	Stanislaus
Tulare	